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TO: All DWD Staff

FROM: Monty W. Combs 
Deputy Commissioner/Controller

DATE: May 1, 2005

SUBJECT: DWD Policy 2004-32
Time Distribution and 2808 Submission Policy

RE: All DWD Employees

Purpose:

The purpose of this communication is to update the policy regarding completion and submission of Form 2808 for time distribution.

Rescissions:

DWD Policy 2002-25

Content:

The time distribution system used by the Department of Workforce Development meets the staff time distribution requirements of OMB Circular A-87, Costs Principals for State, Local and Indian Tribal Governments. The accurate reporting of time spent on different activities and programs is essential and helps determine future funding of the agency. Generally, the majority of agency funds are spent for employee salaries and fringe benefits. Therefore, it is very important that each employee properly report all time spent to the correct activity and program. Time incorrectly charged could result in salary, benefits, and other affected allocations becoming questioned costs and subject to repayment to the Federal Government.

Effective Date:

May 1, 2005

Review Date:

March 1, 2007

End Date:

May 1, 2007

Ownership:

DWD Federal Accounting and Payroll

Action:

All DWD staff are to complete a monthly time distribution report (Form 2808) that tracks the time they spend on the program objectives of the agency in accordance with the current time distribution (TD) manual. **The time sheets should be completed daily.** The 2808 form must be either done in ink or on the computer.

Staff are to always charge to only their home cost center. Staff permanently changing costs centers during the month are to charge time to both costs centers for time worked in each cost center during the month. Time should be entered to the nearest quarter-hour against the program(s) that each staff person supports.

The reports will be completed and signed on the last workday of each month verifying work done on appropriate programs. Each cost center manager is responsible for submitting and entering the Form 2808 data into the FARS system by the end of the 1st workday of each month. The "Recapitulation of Monthly Time Reports" form must be submitted to the time distribution accountant at the end of the 1st day. Managers should ensure that the Form A4 and Form 2808 forms contain the same amount of paid time and leave for each day.

Employees should not use formulas to allocate time to different projects except for the use of 0210 211 and 0205 211 which is approved in the cost allocation plan; they should charge time worked to the project codes (programs) that benefit from their work. The time distribution manual will be updated as needed and available to staff on the DWD Intranet site DWITE under the sub-title Publications.

Questions about this policy should be addressed to Leslie Williams, Deputy Controller of Federal Accounting and Payroll. Phone: 317-232-3269 or Email: Lwilliams@dwd.state.in.us)